



## SCHOOLWIDE PLAN SUBMISSION INSTRUCTIONS

1. A schoolwide plan for each building participating in the spring 2017 peer review is to be submitted to the Nebraska Department of Education (NDE) **by March 31<sup>st</sup>**. The 3-year schedule for schoolwide peer review is available on the NDE Title I webpage:  
<http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html> under the blue header "Schoolwide Program Resources".
2. The schoolwide plan is to be submitted on *one flash-drive* (retain a second flash-drive with the same information for your files).
3. The flash-drive submitted will have a collection of narratives one for each of the elements listed below and a series of folders (which will need to be created) with supporting documentation in them. Supporting documentation for each of the required elements of the schoolwide plan outlined on the Schoolwide Plan Peer Review Rating Rubric will be provided in the folders corresponding to each of the required elements. 16 folders with the following labels will need to be created:  
  
1.1; 1.2; 1.3  
2.1  
3.1  
4.1  
5.1; 5.2; 5.3  
6.1; 6.2; 6.3; 6.4  
7.1  
8.1; 8.2
4. Please complete the narrative on the plan for each required element then add supporting documentation to each corresponding folder. Supporting documentation will need to be scanned or copied. **All documents submitted MUST be in PDF format.** Highlight pertinent sections of documentation that support the required element to allow readers to quickly identify sections that apply. Reviewers will use the narratives and documentation provided in each corresponding folder to determine the rating for that required element.
5. Please use the Schoolwide Plan Peer Review Rating Rubric to determine the information needed for the narratives and the documentation needed to support the building's response to the required elements in the folders.
6. Once the narrative responses for all required elements are completed and documentation provided in all the required folders it will need to be submitted to NDE. **Please submit the schoolwide plan and all supporting documents in PDF format.**
7. Please write on the outside of the flash-drive, with a permanent marker, the district and building name along with the state assigned County-District-Building Number (00-0000-000).

8. Mail the flash-drive in a padded envelope to:  

Nebraska Department of Education  
Title I Office  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987